



## *Baltimore City Department of Human Resources*

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

**EXAMINATION FOR:**        **COMMUNICATIONS SERVICES SUPERVISOR I (PROMOTION)**

**SALARY:**                                \$26,638 – \$31,907                                **GRADE:**        84

**CLOSING DATE:**        April 21, 2003 is the last day to file an application.

**POSITION:** A Communications Services Supervisor I oversees the shift operations of the municipal voice communications system. Employees work an evening shift that includes weekend, emergency and holiday hours.

The eligible list may be used to promote persons as vacancies arise.

**MINIMUM QUALIFICATIONS:** On or before the date of filing the application, eligible City employees must:

Have a bachelor's degree from an accredited college or university;

AND

Have three years of experience in voice communications work;

OR

Have an equivalent combination of relevant education and experience in voice communications work.

**SELECTION PROCESS:** Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

33313 (103001) 84 U (3) Q  
KMT/mk POSTED: 4/7/03

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

**An Equal Opportunity Employer**

[www.baltimorecity.gov](http://www.baltimorecity.gov)

(see reverse side)

**APPLICATIONS:** Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

**PHYSICAL EXAMINATION:** Eligible candidates must pass a job-related physical examination administered by the City.

**TESTING FOR DRUGS:** Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

**ELIGIBILITY:** Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

**SERVICE FEE:** City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.



Baltimore City  
Department of Human Resources  
201 East Baltimore Street  
Suite 100  
Baltimore, Maryland 21202